

Employee Photo Identification Badge**Section 1.6.1****PURPOSE**

In a continuing effort to improve customer service and security, the City has developed an employee photo identification (ID) badge program. The goal of this program is to provide an extra level of customer service and security by requiring City employees to display their photo ID badges. These badges will allow customers to quickly identify individuals as City employees.

POLICY

The City issued photo ID badge shall contain the employee's picture, name and employee ID number.

All on-duty City employees will be required to wear their City issued photo ID badge. This badge will be worn face forward in full view, on or over the outermost garment, at or above the waist, at all times. City employees who are off-duty, but who are entering into an area within a City building or facility in which the public doesn't normally have access must wear their City issued photo ID badge in accordance with this policy. Each department will be responsible for ensuring that badges are worn as required. Upon approval by the Department Director or his/her designee, individual departments may exempt their employees from wearing their ID badge while out in the field if those employees are required to wear a uniform that clearly identifies them as a City employee. These employees, however, are required to carry their photo ID badge while in the field in order to provide further identification. Violations of this policy may result in disciplinary action up to and including termination.

Badges will be issued to new City employees within a reasonable amount of time after the start of their employment. Lost or stolen badges shall be reported immediately to the City Hall Security Office. The City Hall Security Office will assist employees in obtaining permanent replacement badges (see procedure below). There will be no charge for an initial permanent replacement badge however; there will be a \$5.00 replacement fee for subsequent permanent replacement badges. Upon termination of employment, City ID badges shall be returned to the City Hall Security Office.

If an employee forgets their ID badge, the employee shall notify the receptionist assigned to the front desk, located in the lobby of their floor. The receptionist shall provide the employee access to their work area unless instructed not to by the Department Director and/or the Office of Employee Relations.

Departments such as the Airport, Fire and Police, which by law or necessity are required to have employee ID badge requirements that are more stringent than what is contained in this policy, shall not have their policies superseded by any provision(s) contained within this policy.

Optional department or City issued lanyards (around-the-neck badge holders) will be available for employees through the City Hall Security Office. Badges may also be attached using the provided clip.

When using the clip, it will also be necessary to have the badge placed on or above the outermost garment, at or above the waist.

Employee Photo Identification Badge	Section 1.6.1
--	----------------------

Photos taken to be used for ID Badges are considered part of the employee's personnel file. Identification photos will not be used for any purposes other than employee photo identification badges or other security purposes.

All employees, upon separation from the City, are required to return their Employee Photo ID badge to their supervisor.

PROCEDURE TO OBTAIN A PHOTO ID BADGE

New Employee	New employees will be photographed and issued an Employee Photo ID Badge immediately prior to their Benefits Orientation at the City Hall Security Office (Benefits Orientation usually coincides with the employee's first day at work).
Current Employee	Current employees who have not been photographed for an Employee Photo ID Badge should contact the City Hall Security Office at 535-1286 to schedule an appointment to be photographed.
Volunteers, Contractors, etc. (Non-employees)	A department may request that contractors, volunteers, etc. working at their department site obtain a Photo ID Badge. The department ES Liaison should contact the City Hall Security Office at 535-1286 to schedule an appointment for the non-employee to be photographed and issued a Photo ID Badge. The non-employee must have a picture ID (such as a driver's license or student ID card) with them to obtain their City Photo ID Badge.

PROCEDURE TO REQUEST A REPLACEMENT ID BADGE

Employee	<ol style="list-style-type: none"> 1. Complete an Employee Photo Identification Badge Request Form (see attachment). Take or route completed form to the City Hall Security Office (P103) located in the City Hall onsite/underground parking garage. <p style="margin-left: 40px;">Note that the first replacement badge is free, subsequent Replacement badges will have a \$5.00 charge.</p>
City Hall Security	<ol style="list-style-type: none"> 2. An Human Resources staff member will contact you when your replacement badge is printed.
Employee	<ol style="list-style-type: none"> 2. Pick up badge from City Hall Security Office (P103). Under special circumstances, your replacement badge may be routed to your department's ES Liaison.

Employee Photo Identification Badge Section 1.6.1

PROCEDURE UPON SEPARATION OF CITY EMPLOYEE

Employee Return Employee Photo ID badge to your supervisor.

Supervisor Retrieve Employee Photo ID badge from separated employee and provide Employee Photo ID badge to the Security Office.

Approved:

/s/ Jennifer Schembri
Director of Employee Relations

08/08/2016
Date

Approved as to form:

/s/ Jennifer Maguire
Senior Deputy City Manager

08/08/2016
Date



Employee Photo Identification Badge Request Form

Please Check the Type of Badge Needed:

- | | |
|--|-----------------------------|
| <input type="checkbox"/> New Employee Badge | Location of Worksite: _____ |
| <input type="checkbox"/> Replacement Employee Badge | Date of Request: _____ |
| <input type="checkbox"/> Access Right Changes | Access Requested: _____ |
| <input type="checkbox"/> Non-Employee Badge (i.e., Volunteer, Intern, Youth Worker, etc.): _____ | |

LAST Name: _____ FIRST Name: _____

Nickname: _____
 (Example: first name is Robert - but you prefer "Bob")

Employee ID # _____ or Contractor ID #: _____

Dept. or Organization Name: _____ Dept. & Section #: _____

Employee's Daytime Phone Number: _____

**SUPERVISOR AUTHORIZATION REQUIRED FOR ALL CITY ISSUED BADGES.
CITY HALL BADGES MUST BE SIGNED BY AN AUTHORIZED FLOOR ADMINISTRATOR.**

Authorized by: Name (printed) _____
 Position: _____ Phone: _____
 Signature _____

BADGE TYPE	PROXIMITY: _____	NON-PROXIMITY: _____	
*City Hall Access: (Check One)	Level 1 _____ 6:30 a.m. - 7 p.m. M-F	Level 3 _____ 6:30 a.m. - 10 p.m. M-F	Level 5 _____ 24/7

Route or E-mail to: "NCH Security" or Fax To: (408) 275-6002

You will be notified by telephone or e-mail when your badge is ready.

.....

For City Hall Security use only:

- | | |
|--|--------------------|
| <input type="checkbox"/> Badge Given to Employee | Date: _____ |
| <input type="checkbox"/> Employee contacted for pick-up | Date: _____ |
| <input type="checkbox"/> Badge given to _____ | Date: _____ |



To be filled out by Security

Badge Number: _____ Date Issued (mm/dd/yy): _____ Will Call: